

# Retention and Classification Report

**Agency:** Department of Workforce Services. Moab Employment Center  
(1505)  
457 Kane Creek Blvd.  
Moab, UT 84532

**Records Officer** Kent Naisbitt

19564	Client case files
07315	Home energy assistance target program files
14657	Self sufficiency case files

**AGENCY:** Department of Workforce Services. Moab Employment Center

**SERIES:** 19564

3

**TITLE:** Client case files

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 05/27/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Workforce Services. Moab Employment Center

**SERIES:** 19564

**TITLE:** Client case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Moab Employment Center

**SERIES:** 7315

3

**TITLE:** Home energy assistance target program files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Department of Workforce Services. Moab Employment Center

**SERIES:** 7315

**TITLE:** Home energy assistance target program files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Moab Employment Center

**SERIES:** 14657

3

**TITLE:** Self sufficiency case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These case files are created and used to document the monitoring of initially Family Support client cases and their progress. Service is now provided by The Dept. of Workforce Services. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by the department against clients, documentation on target populations, and support services offered to clients. These records are used to document a department audit. They may be used to review an audit or to bring charges against a public employee for misuse of funds, embezzlement, or some other related charge.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 02/24/1995

**AGENCY:** Department of Workforce Services. Moab Employment Center

**SERIES:** 14657

**TITLE:** Self sufficiency case files

(continued)

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Controlled